

FILED: *Records*
RECORDS MANAGEMENT DIVISION

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

July 9, 1953

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 68

TO: Heads of Federal Agencies

SUBJECT: Survey of Government Microfilming Operations

1. Purpose. This Circular announces a management survey of Government microfilming operations. The survey will be conducted by Records Engineering, Inc., under the authority granted the Administrator of General Services by section 505(c) of the Federal Records Act of 1950 to make surveys of records management practices.
2. Objectives. The survey, which will determine the need for and the efficiency and cost of microfilming operations carried on by Federal agencies, has as its objectives:
 - a. Government-wide standardized procedures.
 - b. More effective equipment use and improved space utilization.
 - c. Reduced costs for microfilm operations.
3. Scope of Survey. The survey will review such matters as:
 - a. The specific types of records which are being microfilmed.
 - b. The validity of the determinations to microfilm specific types of records.
 - c. The efficiency and cost of typical individual microfilm projects.
 - d. Current standards for microfilming and the need for modification thereof.
4. Method of Survey. All agencies will be requested by questionnaire to furnish data concerning their microfilming operations. In addition, a sample number of microfilm projects will be visited to review operations in progress and to study the results of completed programs. These visits will be arranged for in advance with appropriate officials of the agencies concerned.

It has been agreed that Records Engineering, Inc., subject to security requirements, will have full access to Government microfilm operations and records as required in connection with the survey. Each representative of Records Engineering, Inc., who participates in the survey will be subject to proper security clearance.

Information may be requested on such matters as policies, practices, methods, staffing, rates of compensation, and work layouts. The survey will cover microfilming, whether done by Government employees or by contract.

5. Action Required. Heads of agencies are requested to instruct the appropriate officials of their agencies to cooperate in any way possible with representatives of Records Engineering, Inc., in furthering the objectives of this survey.



EDMUND F. MANSURE
Administrator

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SCHEDULE A

<u>Item</u>	<u>Use to be made of requested data</u>
A	Needed to identify specific projects. The description also includes size of records which is necessary in determining the kind of equipment to use and the proper reduction ratio.
B	Needed to measure efficiency of operations and equipment utilization. It reflects the volume of the project and is therefore a determining factor in deciding whether the job should be approved. It provides statistics which may be helpful in estimating costs of similar projects.
C	The uses for this data and for B are mostly interdependent. In addition C serves as an indicator of film consumption which is necessary in determining proper film inventory.
D	This data is needed to determine equipment utilization; to evaluate the technical quality of production and to determine the over-all filming potential of the Agency in the event it were ever necessary.
E	Needed for the same reasons as the data in column D.
F	Needed to determine the validity of each microfilming job undertaken.
G	If the purpose of filming was to reduce storage and/or maintenance costs the retention requirements for the records must be known in order to compare storage costs of hard copy with costs of filming.
H	If the filming project was justified on the grounds that the records would be destroyed and they have not been destroyed an explanation would be in order.

SCHEDULE B

<u>Item</u>	<u>Use to be made of requested data</u>
1. A, B & C	Needed for establishing realistic film inventories based on actual requirements.
2. & 3.	Needed to supplement data from Schedule A in determining degree of equipment utilization.

SCHEDULE C

The equipment inventory is needed to plan for economical utilization in day to day operations and for planning ahead of any possible emergency where all microfilm equipment of the agency might have to be quickly mobilized for other tasks.